

South Charleston Public Library Partnering With The Arc of the Three Rivers

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Community Assessment

South Charleston City is located in Kanawha County, West Virginia and was incorporated in 1917 (City of South Charleston, 2022). The U. S. Census Bureau (2021e) states that there are 13,647 residents of South Charleston City. In terms of race, 82.3% of the residents in South Charleston City are white alone, 7.2% are Black or African American, 3.3% are Asian alone, 2.1% are hispanic or latino, and 6.1% of the population is of two or more races (U.S. Census Bureau, 2021e). In terms of age and sex, 4.8% are under the age of 5, 18.7% are under the age of 18, 20.4% are over the age of 65, and 53% of the population is female (U.S. Census Bureau, 2021e). 97% of residents over the age of 25 have graduated high school and 32% of the population over the age of 25 has graduated high school with a bachelor's degree or higher (U.S. Census Bureau, 2021e). It is important to note that 10.7% of these residents are under 65 and have a disability (U.S. Census Bureau, 2021e).

Esri (n.d.) is a geographic information system (GIS) that offers demographic and sociological data for neighborhoods across the United States (see Appendix). The color-blocking in Figure 1 represents each neighborhood's dominant socio-economic demographic surrounding the South Charleston Public Library (SCPL). In South Charleston's nuclear community (Figure 1-yellow), 52% of residents are considered "in style" urbanites with an appreciation for art and culture (Esri, n.d. b). To the North (Figure 1-blue), residents represent a more traditional living and hometown heritage with some urban inspiration (Esri, n.d. e). To the South (Figure 1-orange), about 44% of residents are considered "exurbanites," which could also be described as the "in style" population in their 50's rather than in their 40's (Esri, n.d. d). The city's rural circumference (Figure 2-green), can be predominantly described as "salt of the earth" (Esri, n.d.

a) or “heartland communities” (Esri, n.d. c) where residents have settled into their golden years of traditional Southern life.

Target Audience

SCPL has served South Charleston City, West Virginia since 1943, although they expanded to all neighboring communities of Kanawha County in 2004 (West Virginia Library Commission, n.d.). The Arc of the Three Rivers (The Arc) has extended their occupational-support services to residents with disabilities in Kanawha, Boone, Clay, and Putnam Counties since 2002 (The Arc of the Three Rivers, n.d. a) (see Appendix, Figure 3). The partnership between these two organizations is intended to collaborate with the segments of the population that live with disabilities, meet their service needs, and encourage other libraries in the State to pursue similar outreach initiatives.

In the entire state of West Virginia, 19.3% of the total residents identify themselves as having a disability, whether that be with hearing, visual, cognitive, or physical abilities (U.S. Census Bureau, 2021a). Specific to the SCPL’s surrounding community, the reported disability rate is 18.2% in Kanawha County (U.S. Census Bureau, 2021c), 11.9% in Putnam County (U.S. Census Bureau, 2021d), 25.5% in Boone County (U.S. Census Bureau, 2021a), and 27.3% in Clay County (U.S. Census Bureau, 2021b). Additionally, the employment and labor rates in each of these counties have decreased by an average of 3.35% since 2014 (U.S. Census Bureau, 2021a-d). Although this data does not specifically relate to the disabled community, it does provide insight on job market limitations and highlight The Arc’s necessity as a center of occupational training and community involvement (The Arc of The Three Rivers, n.d. b). This partnership would not only assist the community with present needs, it would also reflect the

importance of representation and allyship, making staff more relatable and approachable for those in marginalized groups (Farkas, 2020).

SMART Goals

Specific	<ul style="list-style-type: none"> • <i>What do we want to accomplish?</i> • <i>Why do we want to accomplish this?</i> • <i>What are the requirements?</i> • <i>What are the constraints?</i> 	<ul style="list-style-type: none"> • Develop understanding of the barriers faced by community members and collaborate accordingly to meet their self-articulated needs (Working Together Project, 2008, p. 7) • Update disability services in the library and online resources • Participate out in the community • Encourage other libraries to explore similar partnerships, programs, and services
Measurable	<ul style="list-style-type: none"> • <i>How will we measure our progress?</i> • <i>How will we know when the goal is accomplished?</i> 	<ul style="list-style-type: none"> • Review Mattesich and Johnson (2018) twenty-two success factors (p. 9-12) • Determine increases/decreases of inquiries and usage over time • Conduct an exit survey to gauge which aspects stimulate the most/least interest • Specify outcomes evaluation to ensure patrons, The Arc, and SCPL are all receiving mutual benefits
Achievable	<ul style="list-style-type: none"> • <i>How can the goal be accomplished?</i> • <i>What are the logical steps we should take?</i> 	<ul style="list-style-type: none"> • Develop a strong, sincere relationship with The Arc • Secure grant with proposal and proper forms • Promote the new partner staff and services at both SCPL and The Arc to encourage participation
Relevant	<ul style="list-style-type: none"> • <i>Is this a worthwhile goal?</i> • <i>Is this the right time?</i> • <i>Do we have the necessary resources to accomplish this goal?</i> • <i>Is this goal in line with our long term objectives?</i> 	<ul style="list-style-type: none"> • With the pandemic, many people with disabilities in America have felt disenfranchised and left behind • SCPL's mission statement includes community involvement and professional development (South Charleston Public Library, n.d. b) • With Kanawha County Public Library reopening in May after their renovation project, a unique and inspired partnership will keep SCPL competitive (WV News, 2022)

Time-Bound

- *How long will it take to accomplish this goal?*
- *When is the completion of this goal due?*
- *When are we going to work on this goal?*

- Apply for various grants: 4 months
- The Arc representative training SCPL staff in ADA policies/equipment and DEIA initiatives: 6 months
- Purchase and set up ADA compliant equipment: 6 months
- Sharing representatives at partner organizations: 1 year
- Outcomes evaluation determining if and how the partnership will continue: 2 months
- Total: 2 years

Brandfit Matrix

A well-known business methodology called the BrandFit Matrix¹ will help conceptualize promotional ideas and reaffirm why this partnership with The Arc will be mutually beneficial for each organization as well as the target audience. Additionally, the BrandFit Matrix can also help identify potential funders such as the Health and Human Services (HHS, n.d.), the Working for Inclusive and Transformative Healthcare Foundation (WITH) (2021), or the American Library Association (ALA, n.d.) for assistance in procuring the amount necessary to successfully implement the program. The purpose of a Brandfit Matrix is that it can help with brainstorming, identifying which collaboration best meets the needs, making sure all ideas are communicated, strengthened, and helping to ensure that promotions and collaborations will succeed (Shaffer, 2003, p. 2).

Creating a BrandFit Matrix involves several steps, such as identifying a position (mission) statement of each organization, pinpointing keywords in the position statement, ordering the terms of importance and likeness, identifying additional meanings, constructing a matrix and plugging in keywords in the top row, brainstorming, plugging in ideas and checking off each key that the idea incorporates, promoting all keys of the positioning statement at least

¹ See Shaffer (2003) for more information on the BrandFit Matrix

once a quarter, and refining and defining the new promotion (Shaffer, 2003). In creating a Brandfit Matrix for SCPL, five key terms were identified from the library's mission statement and then arranged in order of importance:

“The South Charleston Public Library connects people, information, and ideas to promote and support lifelong learning, community involvement, and professional development by providing reliable information resources, a well-rounded book collection, and other materials and programs that foster a literate, informed, and involved community” (South Charleston Public Library, n.d. b).

In order of importance, the key terms found were: community, involvement, development, connection, and information. Key words from The Arc, HHS, WITH, and ALA mission statements can be used to evaluate how they correspond with the key words of SCPL's mission statement. If they match with the key words of the library, they will be indicated by an “X” symbol. Based on the information provided above, the following matrix was conceived for SCPL's potential partnership with The Arc as well as potential funders:

Promotional Concept/ Ideas	Community	Involvement	Development	Connection	Information
The Arc	X	X	X	X	X
Health and Human Services (HHS)			X		X
WITH Foundation (WITH)		X	X		X
American Library Association (ALA)	X		X		X

Based on the Brandfit Matrix exercise, we can conclude that a partnership between SCPL and The Arc will be a very advantageous option since it correlates with all key terms, thus communicating many aspects of our positioning statement within the margins of the promotion. This shows strong indication that SCPL partnering with The Arc will be beneficial for both organizations and the other top stakeholders, our community patrons (Shaffer, 2003, p. 3). The exercise results also indicate that when pursuing relationships for external funding, the ALA and WITH organizations show good compatibility. The library will apply for as many grants as possible while also building relationships with these influential foundations.

Budget

Staffing²	Year 1	Year 2	Total Cost
The Arc Staff	\$33,600.00	\$34,608.00	\$68,208.00
Web Designer	\$44,400.00	\$22,866.00	\$67,266.00
Salary Total	\$78,000.00	\$57,474.00	\$135,474.00
Equipment & Supplies	Year 1	Year 2	Total Cost
Printer Maintenance	\$822.15	\$846.82	\$1,668.97
Paper	\$1,237.50	\$1,274.63	\$2,512.13
Toner	\$990.00	\$1,019.70	\$2,009.70
Pens	\$330.00	\$339.90	\$669.90
Rental Space	\$2,227.50	\$2,294.33	\$4,521.83
Desktop/Laptop	\$1,500.00	\$1,545.00	\$3,045.00
Travel Expenses	\$2,475.00	\$2,549.25	\$5,024.25
Equipment & Supplies Total	\$9,582.15	\$9,869.63	\$19,451.78

² See Shih (2021) for more information on the budget template

Combined Totals	\$87,582.15	\$67,343.63	\$154,925.78
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In order to implement the new disability services at SCPL, there are staff, supplies, and equipment we will need to purchase. The Arc offers many services for the disabled community like pre-vocational training and behavior support that many may not be aware are available (The Arc of the Three Rivers, n.d. b). Integrating these services with the library would not only meet the mission and values for both SCPL and The Arc, but also add a great service to the SCPL community that had not been previously present.

As we begin this partnership to assist patrons with access to equipment, resource guidance, and completing government forms, we will require library staff and volunteers available to direct visitors where to go for their appointments with The Arc representatives. Depending on the type of form, such as a Department of Motor Vehicle (DMV) placard form, which will need to be printed for a physician's signature, we can use the printers the library already has, but will need to provide materials as well as a budget for toner and printer maintenance. Paper, pens, and updated software will need to be available as visitors research resources and complete forms.

SCPL and The Arc will need to designate a private space for appointments. Whether this will be an office or a meeting room is yet to be determined, but renting of these spaces will need to be included in the grant budget. A desktop computer will be required if the space used is an office; however, if the space is used as a meeting room, a laptop computer would be more practical since it could be stored somewhere when not in use.

To inform the community about our new partnership and accommodate SCPL patrons in scheduling appointments that fit their schedules, we will need to update the website allowing patrons to select the day and time they would like to meet with a representative for assistance. To

update the website, we will need a web designer to set up the calendar and include a new tab for our Disabilities initiative. This too will require maintenance down the line. We will also need to budget for travel expenses for The Arc and SCPL representatives who will be onsite at partnering organizations. Since the distance from The Arc office isn't too far from the library, travel reimbursement will not take up too much of the budget and can be covered regardless of grant allotment. The distance between The Arc and SCPL is 3.8 miles, which is about a 9-minute drive (Google, n.d.).

Potential Outside Funding Opportunities

SCPL is an independent, municipal library that receives its funding from the city, the state of West Virginia, local taxes, private donations, and profits from *The Corner Bookstore* located inside SCPL's lobby (South Charleston Public Library, n.d. a). As a non-profit organization, The Arc relies on donations to provide the occupational training and health services to the disabled community (The Arc of the Three Rivers, n.d. a). As equal partners, we could expect some agreement of matching funds; although, we do hope to secure sufficient grants from other external funding opportunities like the ones mentioned above.

The American Library Association (ALA) (n.d.) offers a *Libraries Transforming Communities* grant specifically for small and rural libraries that would be perfect for the community of South Charleston, West Virginia. ALA also announced this year that increased funding means that the small and rural grants will offer between \$10,000 and \$20,000 over three years (American Libraries, 2022). Since this increase of funds is directed specifically towards accessibility initiatives, SCPL's partnership with The Arc would make an exceptional candidate.

The WITH Foundation (n.d.) is a non-profit that promotes racial and healthcare equality for individuals with disabilities. Although the proposal we hope to implement is not healthcare

specific, SCPL staff will require training that aligns with their mission to “enhance public awareness regarding the inadequacies of developmentally disabled care in order to advance systemic change” (WITH, n.d.). It may be a stretch since they admittedly favor their local community of San Francisco, but they do encourage anyone within the U.S. to apply; it is definitely worth a shot since the awarded funds can reach anywhere between \$30,000 and \$150,000 (WITH, n.d.).

Health and Human Services (HHS) offers a variety of grants that we may qualify for, although we would have to strongly make our case. Many of their grants offer awards up to \$500,000 (HHS, n.d.), which would be more than enough to support the program, even beyond the initial two years. While many of these grants are research based, they do offer grants for improving the quality of life for disabled individuals (HHS, n.d.). In this scenario, it might be more appropriate for The Arc to apply for the grant with SCPL standing as partner to increase relevance.

Initial Two-Year Plan

YEAR 1	<ul style="list-style-type: none">• Establish partnership and review Memorandum of Understanding (MOU) with the ARC• Secure grant funding from organizations mentioned above (BrandFit Matrix)• Purchase and set up ADA compliant equipment• The Arc representative will conduct training seminars for SCPL staff and all members will assess relationships using the Wilder Collaboration Factors Inventory (Mattessich & Daniel, 2018, p. 57)• Promote upcoming services and programs collaboratively with The Arc
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YEAR 2	<ul style="list-style-type: none"> • Official introduction of services, equipment, and representative staffing in designated office spaces • After about a year of collaboration, SCPL and The Arc staff members will revisit the Wilder Collaboration Factors Inventory to assess what has and has not worked so far (Mattessich & Daniel, 2018, p. 57) • If partnership is successful based on outcomes evaluations, determine how services can be expanded and network with other libraries to share in the community outreach project for people with disabilities
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Risks

While the partnership presented in this proposal would be beneficial for both organizations and our patrons, there are still key risks that can present themselves with the potential for collaborative efforts to go off track (Shaffer, 2022, 3:06-3:11). Reputation impact, referring to how organizational reputation can be negatively damaged, may occur if one of the partners does not uphold their responsibilities and expectations outlined in the memorandum of understanding (MOU) or if stakeholders in one organization do not approve a collaboration with the other (Shaffer, 2022, 5:43-6:29). If one organization does not fulfill their contributions to the partnership, the risk also falls on the other. It is important to perform due diligence in collaboration to ensure you have found a reliable partner (Shaffer, 2022, 8:39-8:56).

Conflicts of interest with the collaborative process could also negatively affect this partnership (Shaffer, 2022, 2:45-3:03). Entering a new partnership can be difficult, especially when neither organization has prior experience working together. There is a chance that one or both partners become frustrated by not being able to obtain all the benefits and outcomes that they seek in the partnership's delegation process. Luckily, effective communication, patience, and developing a thorough MOU can aid in solving any potential conflicts of interest or frustration with expectations defined clearly (Shaffer, 2022, 4:21-4:42).

Another key issue that may arise involves the implementation and allocation of resources (Shaffer, 2022, 5:53-6:29). This is a brand new partnership between SCPL and The Arc; effectively executing services and sharing resources may prove to be difficult at first. Many factors could affect the program's outcomes such as misuse of time management, ineffective training, marketing, lack of communication, funding, etc. (Shaffer, 2022, 0:55-1:27). Clear communication, mutual respect, and careful review of the MOU will prove to be successful for both parties in combating these potential issues.

Outcomes Measurement

When measuring outcomes, it is important to start with a fundamental question: "What did [we] do to improve the well-being of [our community] toward these outcomes?" (Hogan & Murphey, 2002, p. 99). What we hope to achieve through this collaboration is high usage rates for ADA equipment, strong promotion of these disability services, a welcoming and inclusive environment for all community members, information literacy with official forms and accessible resources, and a genuine relationship between The Arc and SCPL.

"Indicators tell us where we've been, where we are, and where we want to go" (Hogan & Murphey, 2002, p. 19). We plan to measure the outcome of these services by tracking indicators while also maintaining patron privacy. It is important to track usage data, anonymously of course, to determine increases/decreases of inquiries and usage over time at three-month intervals. We will also ask library staff and The Arc representatives to conduct short exit surveys to gauge which aspects of the program stimulate the most interest. The Wilder Collaboration Inventory (Mattesich & Johnson, 2018, p. 57) will also be utilized to evaluate partner and staff satisfaction with the program to compare and contrast with patron survey results. We want to

ensure all involved parties are satisfied with the project outcomes and to learn where we can improve.

Assessment of Technical, Policy, Financial, or Other Challenges that Need to Be Addressed

Technical

There are a few technical differences between the services The Arc currently offers and the program SCPL is proposing to implement. We do plan in the future to expand the disability services to include more of what The Arc offers in terms of services, as well as expanding to neighboring libraries, such as the Kanawha County Public Library which will be reopening in May 2022 (WV News, 2022). With this stipulated in the long-term plan of the program, we should be able to meet the missions of both The Arc and SCPL. It will take The Arc out of their usual set of services for a short period of time; however, in the long run, it will be worth both our efforts to bring this very important program to the community.

Policy

Although there are some differences in policies between The Arc and SCPL, the end goal of each organization is to assist the community. The Arc has a special focus on the disabled community, whereas SCPL has a focus on the overall community at large. We both want to help people with their needs and provide access to information. Currently, SCPL does not have disability services available to the community. With the assistance of The Arc, we will be able to implement these services and provide the resources our community members need. Being that The Arc is a well-established organization, we can model our new program after their existing program while tailoring it specifically to the SCPL community. We can assure the final program will only be in the best interest of the disabled members of our community.

Financial

Procuring all the funding needed to support this project may be the biggest challenge; however, the additional funding sources are promising. We do not really expect major contributions from The Arc or *The Corner Bookstore*; however, provided we can find the right grants from ALA, WITH, HHS, or other later-identified funding options, we will be able to make this program a success. We will need to ensure all funding is available prior to beginning implementation with a little extra for unforeseen expenses and potential risks. This task must absolutely be done before moving beyond the planning phase. SCPL currently does not have the extra funds in the budget to allocate to a new program, so it will be imperative to have funding in place before getting too far into the project.

Other Challenges

As previously stated, there may be unforeseen expenses, which are currently not included in the budget. These expenses could include additional equipment that has been overlooked, or even printing expenses of flyers, brochures, and other handouts that we are currently not planning for. As we move forward with the project, we may need to consider alternatives to the current plan. These alternatives could include where to set up to meet with patrons for their appointments. Will we have appointments available at The Arc as well? This is yet to be determined and could impact the plan. Lastly, coming to an agreement between The Arc and SCPL may be a challenge in itself. If The Arc is not in agreement with the new disability services program at SCPL, we may have to find an alternative partner who would be willing to work with us.

Memorandum of Understanding

WHEREAS, the South Charleston Public Library (SCPL), its Board of Directors, and The Arc of the Three Rivers (The Arc) have come together to collaborate and to make an application for grants from the American Library Association (ALA, n.d.), Working for Inclusive and Transformative Healthcare Foundation (WITH, 2021), and Health and Human Services (HHS, n.d.) ; and

WHEREAS, the partners listed above have agreed to enter into a collaborative agreement in which SCPL will be the lead agency and The Arc will be partner in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding (MOU) setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to SCPL's Board of Directors on or before May 1, 2022;

I) Description of Partner Agencies

SCPL is an independent, municipal library that receives its funding from the city, the state of West Virginia, local taxes, private donations, and profits from *The Corner Bookstore* located inside SCPL's lobby (South Charleston Public Library, n.d. a). SCPL is looking to add ADA services and equipment to to our institution and schedule training seminars with The Arc to train our staff in resources, assistance with disability services, and developing a genuine relationship between partnering organizations. We aim to foster a well-educated, well-informed community by supporting patrons through professional development and community involvement (South Charleston Public Library, n.d. b).

As a non-profit organization, The Arc relies on donations to provide the occupational training and health services to the disabled community (The Arc of the Three Rivers, n.d. a). They provide a wide variety of services including job development, behavioral support, skilled nursing, and more (The Arc of the Three Rivers, n.d. b). Their knowledgeable staff members would stand as great representatives at SCPL.

II) History of Relationship

SCPL decided to reach out to The Arc after evaluating the lack of ADA services present in the library building and on our website. Through this partnership, we would like to develop a more comprehensive understanding of the needs and resources for the community members living with disabilities (Working Together Project, 2008, p. 7). As equal partners, it would be truly advantageous for a representative from each organization to visit the other twice each week to promote and execute our new program.

As we begin our collaboration on grant applications and scheduling representative visits, the partners should meet twice a week; Mondays can include planning and delegation while Fridays will involve updates and discussions. These meetings will be open to anyone participating in the

project development, although attendance will be required for Board Members at both SCPL and The Arc.

Our critical, long-term goals for this collaboration include equal support between organizations, increased support and access to resources for residents with disabilities, and inspiring other libraries to join our efforts as we expand our program in the future.

III) Development of Application

Since SCPL first introduced the idea of partnering, The Arc has been very enthusiastic about our interest in a typically overlooked group. They were also the ones who suggested each organization send one representative to each other twice per week. We would like this relationship to extend far beyond a single program collaboration.

IV) Roles and Responsibilities

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

- Board Members and staff from The Arc and SCPL will meet twice a week to collaborate and compile the grant applications for ALA and WITH. If more money is required, they will conduct the same process and apply for HHS' grant as well.
- The Arc will compile a list of ADA compliant and community appropriate equipment for SCPL to review
- Once confirmed with The Arc, SCPL will use grant funds to purchase the equipment
- Although The Arc staff are unpaid volunteers, grant funds will be allocated to conduct training seminars for SCPL staff to develop a deeper understanding of the marginalized community and knowledge of ADA equipment and services
 - Expenses for these seminars may include reading materials, training equipment, snacks, coffee, water, etc.
- Grant funds will also be budgeted for promotional materials and website updates to introduce the new partnership and upcoming services
 - Expenses would include web designer salary and updated software
- Once the program is in place, one representative from each organization will spend two days per week at the partnering organization to assist with patrons/clients and provide understanding of and accessibility to resources
 - Expenses for designated office/meeting spaces would include rental fees, computers, and office materials
 - Expenses like transportation and certified identification will either be budgeted from the grants or split evenly between partners

- Wilder Collaboration Factors Inventory evaluation will be conducted before the program begins (November 2022) and then again about one year later (December 2023) with members and staff from both SCPL and The Arc

IV a) What will be provided and to whom

1) The Arc will provide knowledge and experience for SCPL staff to gain a better understanding of the target population they are aiming to serve, including:

- Finding, filling out, and submitting various disability forms
- Attending to the research or discovery needs of patrons with disabilities
- Explaining the benefits and utilities of ADA equipment

2) SCPL will provide The Arc with a communal space where patrons/clients can gain access to the resources they need, including:

- ADA equipment for patrons with disabilities
- Staff with experience in occupational research and the online discovery process
- A unique office/meeting space separate from The Arc's specialized center where patrons/clients can interact with the larger community
- A welcoming environment where The Arc representatives can network freely

3) Partners will maintain consistent collaborate in the following manner:

- Planning meetings on Mondays and Fridays until the program is officially open to the community
- All other communications will be conducted via email or phone. Major topics like changes, budgets, outcomes evaluation, etc. discussed in this manner will be recorded for end-of-week updates
- Once program begins, meetings will be decreased to bi-weekly on Mondays but email communication guidelines will remain the same
- Wilder Collaboration Factors Inventory evaluation will be conducted before the program begins (November 2022) and then again about one year later (December 2023).

(V) Timeline and Evaluation

The roles and responsibilities described above are contingent on SCPL and The Arc receiving funds requested for the project described in the various grant applications mentioned above. Responsibilities under this MOU would coincide with the grant period, anticipated to be 04/01/2022 through 06/30/2022.

- Apply for and secure grant funding from organizations mentioned above: **April-May 2022**
- Purchase and set up ADA compliant equipment: **June-August 2022**

- The Arc representative will conduct training seminars for SCPL staff and all members will assess relationships using the Wilder Collaboration Factors Inventory (Mattessich & Daniel, 2018, p. 57): **September-November 2022**
- Promote upcoming services and programs collaboratively at both The Arc and SCPL: **November 2022-February 2023**
- Official introduction of services, equipment, and representative staffing: **March 2023**
- After about a year of collaboration, SCPL and The Arc staff members will revisit the Wilder Collaboration Factors Inventory to assess what has and has not worked so far (Mattessich & Daniel, 2018, p. 57): **December 2023**

(VI) Commitment to Partnership

- 1) The collaboration service area includes the West Virginia Counties surrounding South Charleston City, including Kanawha, Putnam, Boone, and Clay.
- 2) The partners agree to collaborate and provide disability services and research assistance to target population of residents living with disabilities pursuant to the program narrative of the grant application attached to this agreement.
- 3) Compensation for [non-lead] partners' contribution to this project will be provided as outlined in the attached budget detail worksheet.
- 4) We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

(VII) Signatories

By _____ Director, South Charleston Public Library

Date _____

By _____ Director, The Arc of the Three Rivers

Date _____

Source: U.S. Department of Justice. (2008). Adapted from:

<https://www.justice.gov/sites/default/files/ovw/legacy/2008/10/21/sample-mou.pdf>



&



Partnering on Behalf of
South Charleston's Community
Residents with Disabilities

March 29, 2022

Executive Summary

South Charleston Public Library (SCPL) has served South Charleston City, West Virginia since 1943, although they expanded to all neighboring communities of Kanawha County in 2004. The Arc of the Three Rivers (The Arc) has extended their occupational-support services to residents with disabilities in Kanawha, Boone, Clay, and Putnam Counties since 2002. The partnership between these two organizations is intended to collaborate with the segments of the population that live with disabilities, meet their service needs, and encourage other libraries in the State to pursue similar outreach initiatives.

In the entire state of West Virginia, 19.3% of the total residents identify themselves as having a disability.

In the Counties surrounding South Charleston Public Library, an average of 20.7% of residents identify themselves as having a disability.

Why Should The Library Get Involved?

During the 2020 Covid Pandemic, many people with disabilities in America felt disenfranchised and left behind. SCPL and The Arc both include community involvement and professional development in their mission & vision statements. Additionally, with Kanawha County Public Library reopening in May 2022 after their renovation project, a unique and inspired partnership will keep SCPL competitive.



Budgets & Grants

In total, we have estimated that this two year project will require a budget of approximately \$160,000. This includes important aspects like marketing promotions, equipment, materials, transportation, outcomes measurement and evaluation, and office rental fees. We will be applying for grants from the American Library Association (ALA), the Working for Inclusive and Transformative Healthcare Foundation (WITH), and Health and Human Services (HHS).

Initial Two-Year Plan

YEAR 1	<ul style="list-style-type: none"> • Establish partnership and review Memorandum of Understanding (MOU) with the ARC • Secure grant funding from organizations mentioned above (BrandFit Matrix) • Purchase and set up ADA compliant equipment • The Arc representative will conduct training seminars for SCPL staff and all members will assess relationships using the Wilder Collaboration Factors Inventory (Mattessich & Daniel, 2018, p. 57) • Promote upcoming services and programs collaboratively with The Arc
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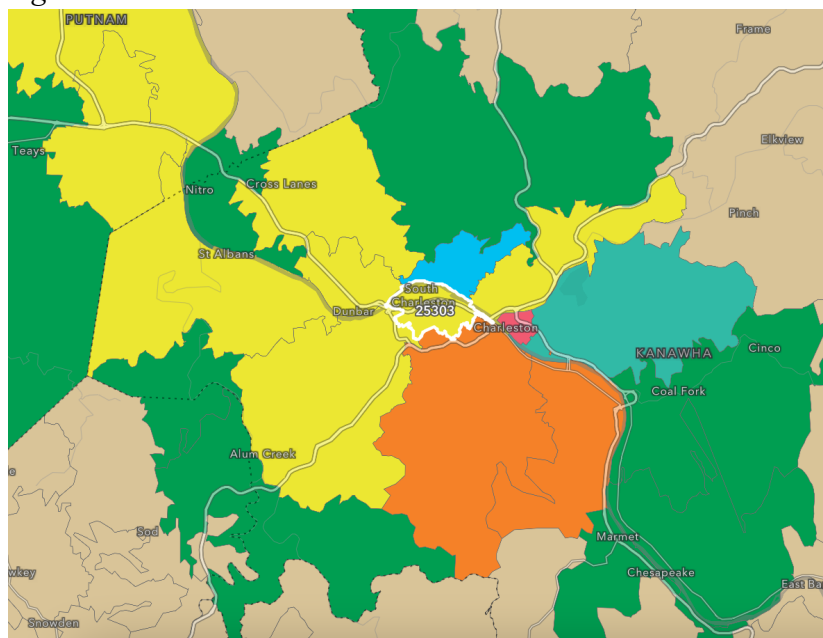
YEAR 2	<ul style="list-style-type: none">• Official introduce fromtion of services, equipment, and representative staffing in designated office spaces• After about a year of collaboration, SCPL and The Arc staff members will revisit the Wilder Collaboration Factors Inventory to assess what has and has not worked so far (Mattessich & Daniel, 2018, p. 57)• If partnership is successful based on outcomes evaluations, determine how services can be expanded and network with other libraries to share in the community outreach project for people with disabilities
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Appendix

Figure 1



(Esri, n.d.)

Figure 2

(Esri, n.d.)

Figure 3

(U.S. Census Bureau, 2021c)

References

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